

## PROCEDURE FOR SIGN PERMIT

**1) PERMIT APPLICATIONS:** Applications for a sign permit are made using the standard permit application form. The form is designed to obtain the information required to process a permit. All information should be typewritten or printed in ink in a legible professional manner, and shall include the following:

- a) Complete application, signed by owner and qualifier; both signatures must be notarized.
- b) Correct folio number and legal description.
- c) Correct job address with suite, space or bay number.
- d) Indication of permit type requested:

**CATEGORY 03:** Illuminated exterior signs and awning signs.

**CATEGORY 27:** Exterior or interior outline lighting and illuminating interior signs.

**CATEGORY 51:** Exterior non-illuminated signs, copy changes.

**2) INFORMATION REQUIRED ON PLANS:** Plans must be submitted in a professional manner and in compliance with the Florida Building Code. Adequate scale of details and legibility of plans is required.

Two (2) sets of plans are required: Office and Job copy. Each set of drawings must be stamped on the back with the Miami-Dade County approval/disapproval stamp. Also, each drawing must be stamped Office copy and Job copy. A process number will be assigned by the Permit Records Section and the job address and process number are to be written on the back of each set of plans above the processing stamp. This procedure also applies to rework drawings.

- a) **WALL SIGNS:** Provide detailed building elevations to include: overall sign and building dimensions, sign copy, building orientation (North, South, East, West) electrical and structural sign construction details and data, if applicable. Provide plot plan indicating all existing signs with dimensions and sign copy. If wall-mounted and over twenty-four square feet (24 sq. ft.), plans require calculations and a registered engineer's seal.
- b) **DETACHED SIGNS:** Provide detailed site plan to include: all structures, drives, parking, landscaping, roads, easements, location or proposed sign, location and size of any other existing detached sign(s), site orientation (north arrow), site dimension, and setback dimensions from property lines and center lines from all road rights-of-way for proposed sign. Provide electrical and structural sign construction details & data, sign copy, and dimensions. All signs over twenty-four square feet (24 sq. ft.) require calculations and a registered engineer's seal.

c) **BILLBOARDS:** Provide detailed site plan to include: all structures, drives, parking, landscaping, roads, easements, location of proposed billboard, location and size of any other existing billboard, location and size of any other existing billboard within 600 feet, site orientation (north arrow), site dimensions, and setback dimensions from property lines and center lines from all road rights-of-way for proposed billboard. Provide electrical and structural sign construction details and data and dimensions. All billboards require calculations and a registered engineer's seal.

- NOTE:**
1. All signs over twenty-four square feet (24 sq. ft.) require calculations and engineer's seal.
  2. No sign shall be installed so as to overhang into a driveway or required parking space unless it has a minimum clearance of sixteen feet (16') above grade.
  3. If subject property abuts a municipality, provide that municipality's approval PRIOR to submittal.
  4. Provide copy of official resolution if a proposed sign was approved by public hearing (sign variance).

**PHOTOGRAPHS:** An original, good quality photo of the sign location is required (not a copy).

**PROCESS NUMBER:** Obtain process number for each sign from the Permit Records Section. A bar code will be affixed onto plans and plans will be routed as needed.

**STATUS OF PLANS:** Contact the Permit Records Section at (786) 315-2100, the Plans Coordination Section at (786) 315-2300, the Building Department's 24 hour Information System at (305) 271-1242 or visit the Building Department on-line at [www.miamidade.gov/bldg](http://www.miamidade.gov/bldg) to confirm status of plans.

**PICK-UP:** Pick up completed sign plans from the Plans Pick-up Counter.

**INSPECTIONS:** A shop inspection is required for all box and detached signs. A final inspection is required for all signs. Request the required inspections by calling the Building Department's 24-hour Information System at (305) 271-1242, Permit Records Section at (786) 315-2100, or on-line at [www.miamidade.gov/bldg](http://www.miamidade.gov/bldg). To request an inspection you will need your permit number(s).

**NOTE:** For **ALL** sign information call Zoning Information at (305) 375-1806, 1807, 1808. Zoning Information is located on the 12th floor of the Stephen P. Clark Center, 111 N.W. 1 Street, Miami, Florida.